



The Town of Glastonbury is accepting applications for the following position:

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## **Records Clerk – Full Time**

**Hours: 37.5 per week**

**Starting Salary: \$22.67 - \$24.29 per hour (\$23.12 - \$24.78 per hour effective 7/1/2018)**

**Closing date: 4:00 p.m. on June 15, 2018**

Under the general supervision of the Town Clerk, the Records Clerk provides technical and administrative assistance in all departmental related areas. Responsibilities include, but are not limited to, preparing the office for opening and closing, recording and depositing funds collected, working with various town documents, issuing permits, assisting with general and special elections, and registering vital records and maintaining other vital statistics. Additionally, the person in this role assists with record retention and maintains Town Board and Commission files. This position requires frequent daily interaction with the public and relieving other office staff as required.

Minimum requirements include a High School diploma or equivalent, plus three (3) to five (5) years' responsible clerical bookkeeping experience. An equivalent combination of education and qualifying experience substituting on a year for year basis will be considered. Real estate or land records experience is desirable, and CT land records software and Munis software experience is preferred. Must possess CT Town Clerk Certification or attain within three (3) years of hire and be commissioned as a CT Notary within two (2) months of hire.

An employment application can be obtained by visiting our website at [www.glastonbury-ct.gov/employment](http://www.glastonbury-ct.gov/employment), in person at the Customer Service Center or Human Resources Department, or by calling (860) 652-7710. Please send completed applications to the Customer Service Center at Town Hall, 2155 Main Street, Glastonbury, CT, 06033, email to [infocenter@glastonbury-ct.gov](mailto:infocenter@glastonbury-ct.gov), or fax to (860) 652-7505.

The Town of Glastonbury is an Equal Employment Opportunity (EEO) employer. Discrimination is prohibited against applicants on the basis of age, race, color, religious creed, sex, gender identity or expression, sexual orientation, marital status, national origin, ancestry, genetic information, status as a veteran, present or past history of mental disorder, or intellectual, learning, or physical disability.

**Date Posted: 6/1/2018**

**TOWN OF GLASTONBURY  
JOB DESCRIPTION**

**TITLE:** Records Clerk  
**DEPARTMENT:** Town Clerk's Office  
**REPORTS TO:** Town Clerk

**GENERAL DESCRIPTION:**

Under the general supervision of the Town Clerk, incumbent provides technical and office administrative assistance to the Town Clerk in all departmental related areas. Assumes responsibility of the office in the absence of the Assistant Town Clerk.

**ESSENTIAL DUTIES:**

1. Daily, prepares office for opening and closing; records and deposits funds collected; balances and reconciles departmental spreadsheets and accounts; monthly, reconciles bank statements.
2. Receives, records, scans and secures various documents including land records, maps, trade names, notary certificates, liquor permits, veterans' discharges, etc.; issues various licenses and permits including dog, marriage, burial, cremation, sporting, etc.
3. Assists with general and special elections and referenda including the preparing, distributing and processing of absentee ballots and post-election reconciliation.
4. Registers vital records, prints indexes and provides certified copies to the State for birth, marriage and deaths records, as well as other vital statistics related items; prepares quarterly State report.
5. Receives, records, scans and indexes land records and maps, and returns original documents; prints, proofs and assembles land record books; prepares various monthly State reports.
6. Addresses public inquires in person, through the mail, and via telephone; refers matters to the appropriate person/department for further assistance, as required; provides assistance to title searchers, attorneys and members of the public locating deeds, maps and other public records on file and provides copies/certified copies of public records documents as requested.
7. Identifies records past their retention period for routine records retention disposal and assists with the maintenance and organization of public records.
8. Orders office supplies; processes incoming and outgoing mail.
9. Maintains Town Board and Commission files, Schedule of Meeting Dates, Ethics Training tracking and webpage.

**OTHER DUTIES:**

1. Temporarily relieves other office staff and acts as Assistant Town Clerk when required.
2. Performs notarizations and assists with special projects as required.
3. Performs other duties as required.

**CONFIDENTIALITY:**

- Maintains confidentiality of records and information as appropriate

**CONDUCT:**

- Observes safe work practices
- Represents the Town in a professional and courteous manner at all times

**DEPENDABILITY:**

- Regularly attends and is punctual for work
- Any requirements for work outside the regular workday, e.g. works evenings and weekends, as required

**QUALIFICATIONS PROFILE:**

- Knowledge of basic office procedures, including filing, scheduling, posting and basic bookkeeping
- Ability to follow written and oral instructions and maintain accurate files and records
- Ability to acquire a working knowledge of laws, regulations and procedures pertaining to mission of the office
- Ability to type accurately and acquire skill to operate data and word processing equipment
- Ability to deal cooperatively with the public and internal staff

**PHYSICAL/MENTAL REQUIREMENTS:**

- Requires sitting or standing for longer periods of time; requires walking, standing, stooping and carrying/pushing/pulling of moderately heavy items such as papers, books, or files weighing less than 25 pounds and may require occasional lifting of objects weighing in excess of 25 pounds. May require specific, but common physical characteristics and abilities such as mobility and dexterity
- Ability to perform such tasks as filing, writing, typing, data entry, using a calculator and skills that require hand/eye coordination such as typing or using a computer
- Ability to see objects closely as in reading a computer screen, or reading and typing a document
- Ability to hear normal sounds with background noise, distinguish voice patterns, and communicate through human speech
- Ability to pay attention to detail and concentrate with frequent interruptions, remember multiple assignments given over long periods, and use deductive reasoning to execute job duties
- Ability to perform accurate mathematical computations

**MINIMUM TRAINING AND EXPERIENCE:**

- High School diploma or equivalent
- Three (3) to five (5) years responsible clerical bookkeeping experience, or an equivalent combination of education and qualifying experience substituted on a year for year basis
- Real estate or land records experience desirable; experience with Connecticut land records software and Munis financial accounting software is preferred

**LICENSE OR CERTIFICATION:**

- Connecticut Town Clerk Certification desirable or attained within three (3) years of hire
- Commissioned as a Connecticut Notary within two (2) months of hire
- Sworn to the duties of the Office of the Town Clerk as required by state statute

**NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Incumbent must be able to perform essential duties with or without reasonable accommodation.**